

## Sweetwater Union High School District

### ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES

#### **Purpose Statement**

The job of Assistant Superintendent of Human Resources is done for the purpose/s of implementing and maintaining assigned programs and services in compliance with mandated requirements; providing information and serving as a resource to other district personnel, the Superintendent and Board; achieving program/service objectives within budget; maintaining adequate staffing; and addressing a wide variety of complex administrative needs and processes.

#### **Essential Functions**

- Manages assigned program and/or departmental responsibilities for the purpose of achieving outcomes in relation to organizational objectives, and ensuring conformance with legal, financial and administrative functions and ensuring operations are within budget.
- Monitors program/services for the purpose of ensuring stated outcomes are achieved, relevant policies and procedures are met, and services are efficiently provided within established financial guidelines .
- Negotiates contracts and agreements (e.g. bargaining groups, employee interest groups, etc.) for the purpose of achieving outcomes consistent with the district's long and short range goals.
- Develops internal controls, policies, procedures and/or plans and regional fiscal plans for the purpose of ensuring organizational objectives are achieved in the most efficient and timely manner in accordance with established accounting practices.
- Assists Superintendent and Board for the purpose of providing support with their ongoing functions.
- Administers compliance of state and federal labor codes for the purpose of complying with all mandated requirements.
- Develops staffing proposals for the purpose of meeting District goals within budget considerations.
- Performs personnel functions (e.g. screening, interviewing, evaluating, training, supervising, etc.) for the purpose of maintaining adequate staffing; enhancing productivity; achieving objectives within budget; and complying with administrative and legal requirements.
- Recruits candidates for classified and certificated management job openings for the purpose of filling vacant positions within the district.
- Responds to issues involving staff, auditors, regulatory agencies, that may result in some negative impact and/or liability if not appropriately addressed for the purpose of

identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.

- Supervises personnel record keeping procedures for the purpose of ensuring personnel processes (e.g. hiring, placing and promoting personnel) are in compliance with district, state and federal requirements.
- Serves as liaison between the district and local, state and federal government for the purpose of addressing matters of finance, budgeting and program reporting.
- Researches information required to manage assignments including reviewing relevant policies, practices to achieve compliance, staffing requirements, financial resources, etc. for the purpose of ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.
- Recommends solutions to a wide variety of complex issues for the purpose of addressing the needs and responsibilities of the district.
- Presents information on a variety of topics (e.g. staffing, contracts, proposals, legislation, etc.) for the purpose of conveying information and/or making recommendations regarding district services.
- Collaborates with others (e.g. district, community organizations, regulatory agencies) for the purpose of addressing district's objectives and implementing employment policies to meet program needs and those of the Board, Superintendent and governmental authorities.
- Participates in meetings (e.g. professional associations, workshops, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects addressing policies and practices.
- Compiles data from a wide variety of sources (e.g. staff, public agencies, etc.) for the purpose of evaluating services, analyzing specific requests and/or issues, ensuring compliance with a variety of financial, legal, program, or administrative policies and procedures, and/or monitoring program activities.
- Facilitates meetings that frequently involve a range of issues (e.g. employment procedures, regulatory requirements, requests from outside agencies, interdepartmental needs, etc.) for the purpose of communicating information, identifying appropriate actions, developing recommendations, and guiding staff.
- Prepares a wide variety of materials (e.g. grant applications; staffing projections, employment trends, interpretation of rules/regulations, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing supporting materials for requested actions; and or addressing district objectives.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.

**Job Requirements: Minimum Qualifications****Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: leadership; applying assessment instruments; operating standard office equipment; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: budget administration; relevant local, state and federal regulations; principles of human resources law; business telephone etiquette; and stages of student development.

ABILITY is required to organize a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

**Responsibility**

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing major organizational components; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under a generally hazard free environment.

**Education/Experience**

Master's degree from an accredited college or university with major course work in education. Three years of successful secondary teaching experience, and two years of school site administrative experience. School principal experience is desired.

**Required Testing**

None Specified

**Certificates**

California Teaching Credential

California Administrative Services Credential

**Continuing Educ./Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

*Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410*

*Management Job Description  
Adopted by BOT 06/30/14*

*Salary Range: 1D*